

NOV 26 2013

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
November 19, 2013**

**TOWN OF ELLINGTON
TOWN CLERK'S OFFICE**

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:32 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Peter Nickerson, Jeanne Zulick, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum –There were two citizens present at this meeting. Cheryl Chamberlin, a staff member, and Mark Maciolek, an Ellington resident, were in attendance. Mark addressed his concerns about the exterior maintenance of the building. He mentioned the condition of the front doors and surrounding alcove walls and ceiling, the windows and sills, and of the brick. He hopes that the building will last for the next one hundred years. As already planned, his concerns will be addressed during the next 5 year plan.
- III. Approval of Minutes of the October 2013 Meeting - The minutes were reviewed by members present and were unanimously approved as written (Wieliczka/Clements).
- IV. Treasurer's Report –Marcia Downs circulated the Treasurer's Report for the month of October 2013. The report was read and reviewed.
- v. Current Year Budget – The Budget for the year 2013 – 2014 was reviewed.
- VI. Library Director's Report –Sue Phillips distributed copies of the Director's Report dated 11/19/2013. The report was read and discussed.
- VII. Friends of the Library Report – Peter Nickerson reported that the Annual Holiday Cookie Sale is scheduled for Sunday and Monday, December 15 and 16, 2013. The assembly will be on Sunday morning. A big 'Thank You' was given to the Friends for their generosity in donating \$400.00 for the purchase of passes for Old Sturbridge Village.
- VIII. Old Business – i. –Long Range Planning – Further discussion at the January 2014 regular meeting. ii. – 2014 Meeting Schedule – A motion was made and unanimously accepted (Blanchette/Clements) to approve the 2014 Meeting Schedule as written. iii. - Capital Improvements – Sue Phillips completed the Capital Improvement Program Budget Requests. Keeping in mind the long-range planning discussions, the following four categories were placed into the Capital improvement schedule for the next four years: #1 – Roof Repair, #2 – Restroom repairs and updates, - #3, New carpet installation, and #4 Interior painting. A motion was made (Clements, Nickerson) and unanimously accepted to approve the capital expenses as listed. Each expense is as follows: 2014-2015 repair to the roof of the original Hall Memorial Library Building at an estimated cost of \$64,454.00. 2015-2016 Upgrades to the Restrooms at the Hall Memorial Library at an estimated cost of \$94,500.00. 2016–2017 Carpeting Replacement at an estimated cost of \$93,881.00. 2017-2018 Interior Painting at an estimate of \$50,000.00.

- IX. New Business – i. – Winterfest - Winterfest 2013 will be held on Saturday, December 7, 2013. The Board of Trustees will again hold a punch and cookie reception for guests. This year is the 10th anniversary of the Winterfest celebration. The Torchlight Fire Truck parade will start earlier this year at 5:15 PM. . ii. – December Meeting/Dinner – The regular December meeting date must be rescheduled to a special meeting on Tuesday, December 17 at 7:00 PM. There will be no Holiday dinner this year. iii – Building Maintenance – Issues in this area will be prioritized and discussed at the regular January 2014 meeting,
- X. Trustees' Concerns – It appears that someone has vandalized one of the sink handles in the Women's restroom, it is missing. It will be repaired as soon as possible.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:15 PM (Clements/Blanchette), unanimously.

Respectfully submitted,

Maureen H. Davis